

Selwyn College Cambridge

STUDENT ACCOMMODATION HANDBOOK

2023-24

CONTENTS

10 KEY HEADLINES ABOUT ACCOMMODATION AT SELWYN	4
1. COLLEGE ROOMS	5
ALL STUDENTS	5
1.1 Looking after your room and your Room Licence Agreement	
1.2 What to bring and what items are prohibited	
1.3 Students with disabilities	
1.4 Keys and University Card	
1.5 Single occupancy	
1.6 Changing your room	
1.7 Personal Possessions	
1.8 Pets	
1.9 Posters, notices, flags etc.	
1.10 Electoral Registration and Voting	
UNDERGRADUATE STUDENTS	8
1.11 Allocation of room and the annual ballot for non-first year students	
1.12 Rent and the Fixed Period of Residence (FPR)	
1.13 Occupation outside FPR	
1.14 Returning to residence at the start of term and going down at the end of term	
1.15 Exeats during Term	
1.16 The Going-Down Circular	
1.17 Storage out of Term	
POSTGRADUATE STUDENTS	11
1.18 Allocation of room and the annual ballot for non-first year students	
1.19 Rent	
1.20 Working away from College	
2. COLLEGE FLATS	13
3. HEALTH AND SAFETY	14
3.1 Accident Procedure	
3.2 First Aid Provision	
3.3 Emergency Qualified First Aider Contacts	
4. FIRE SAFETY	15
4.1 Prevention	
4.2 Fire Drills	
4.3 Fire Alarm Testing	
4.4 Detection and Alarm Equipment	
4.5 Escape	
4.6 Smoking Policy	
4.7 Zero Tolerance of Damage to Fire Equipment	

5.	UTILITIES	18
5.1	Heating	
5.2	Gas Installations	
5.3	Electrical Fittings	
5.4	Water	
5.5	Laundry	
5.6	Internet, Wi-Fi and Email	
5.7	Television licencing	
5.8	Telephones	
5.9	Post and Packages	
6.	SECURITY	21
6.1	General	
6.2	CCTV	
6.3	Access to College	
6.4	Overnight Guests	
6.5	Staff Access to Rooms	
7.	KITCHEN FACILITIES, FOOD STORAGE, FURNISHINGS, CLEANING ROUTINES AND OTHER MATTERS	23
7.1	Kitchens	
7.2	Food Storage	
7.3	Furniture and Decoration	
7.4	Cleaning	
8.	MAINTENANCE AND REPAIRS	25
8.1	Maintenance Request System (MRS)	
8.2	Gardens and paths	
8.3	Refurbishment , repair and rehousing	
9.	ENVIRONMENTAL IMPACT, SUSTAINABILITY AND RECYCLING	26
9.1	Energy Efficiency	
9.2	Refuse Collection	
9.3	Recycling	
10.	TRANSPORT	28
10.1	Vehicle Parking	
10.2	Bicycles	
10.3	Cycle Helmet and Light Subsidy	
11.	GOOD NEIGHBOUR POLICY	29
12.	FEEDBACK AND COMPLAINTS	29

13.	ADMINISTRATION AND COMPLIANCE WITH ANUK NATIONAL CODES	31
13.1	General	
13.2	Administration	
13.3	College Responsibilities	
13.4	Schedule of Properties covered by the National Codes	

APPENDICES	33
-------------------	-----------

- A. Schedule of College Properties
- B. Eligibility for Postgraduate Rooms and College Flats
- C. Fixed period of residence (FPR) dates for Undergraduates
- D. Sample Room Licence Agreements
- E. Rents & Charges

Updated September 2023

10 HEADLINES ABOUT ACCOMMODATION AT SELWYN

This Handbook aims to bring together in one place everything you need to know about living in College accommodation. It should be read alongside the Undergraduate and Postgraduate Student Guides, which can be found at: <http://www.sel.cam.ac.uk/life-selwyn/information-students/>

Being able to offer College owned and managed accommodation to all undergraduates and many postgraduates, on or close to the College grounds, is an important part of the student experience at Selwyn. It allows us to:

- Enable all students to live close to the College's facilities.
- Promote the collegiality and shared experience that is part of what makes Cambridge special.
- Provide accommodation as an educational charity, rather than a commercial business. All accommodation provision is priced on a not-for-profit basis, recognizing periodic refurbishment needs.

10 headlines:

1. The College offers around 500 rooms – either single study bedrooms or 'sets' (a study space and separate bedroom). These are distributed in three courts - Cripps, Ann's and Old Court, and a number of 'hostels' (large houses which have been divided into student rooms).
2. About two-thirds of the rooms are *en suite* – including all rooms in Cripps and Ann's Court. The others share bathroom facilities.
3. Accommodation charges are kept simple. There is a weekly rent depending on the 'rent code' of the room which includes all utilities and internet. There are no additional accommodation-related charges, such as a 'facilities charge' or 'kitchen fixed charge'.
4. The College uses vacation periods to take conference business, as well as to support admissions interviews, Open Days and alumni events (whose philanthropy supports current and future students). Income from this activity subsidises the significant costs of maintaining and cleaning the College estate, and allows us to offer shorter contract periods and lower student rents.
5. All College rooms are for single occupancy only. There are a very limited number of College flats for two-person occupancy.
6. The College endeavours to make appropriate arrangements for students with disabilities. Early contact with the College will help us to take an individual approach to each person's needs.
7. Selwyn is not a self-catering College and the mini-kitchen ("gyp") facilities are intended for preparing light snacks only. Facilities in hostels are a little more extensive.
8. Selwyn is signed up to the ANUK national codes of practice for student accommodation. As part of that, all students in College rooms will receive a Room Licence Agreement setting out your rights and responsibilities, including adherence to the terms of this Handbook, which you will be asked to sign and return.
9. The rules in this Handbook are in place for two reasons only. The first and most important is **your safety**, especially fire safety. A list of prohibited items for safety reasons is clearly set out in section 1.2. The second is that, recognising there are a lot of people living close together, we all need to regulate our behaviour for **the good of the College community as a whole**.
10. Importantly, if you have any questions relating to your accommodation that can't be answered by this Handbook or the College staff referred to in it, you can always ask Ali Benham, the Accommodation Officer (email: accommodation@sel.cam.ac.uk) or your Tutor for help.

1. COLLEGE ROOMS

ALL STUDENTS

1.1 Looking after your room and your Room Licence Agreement

Each student in College rooms will be emailed with an individual Room Licence Agreement at the start of the residential year, which forms the **contractual relationship** between you and the College with respect to your accommodation. Specifically, it sets out your rights and responsibilities (including the payment of rent, a duty to take good care of the room, return it in the condition you found it and to follow the terms of this Handbook). Each student is required to accept the terms of their Room Licence Agreement and Inventory as set out in the email.

All College rooms should contain:

- A bed with mattress and under-blanket
- Bedside table
- Wardrobe
- Chest of drawers
- Desk with chair and desk lamp
- Bookshelves
- Armchair
- Coffee table, where space permits
- Curtains and lamp shade(s), if applicable
- Waste bin
- Notice board

Inventories are attached to the room licence agreements. You should check, sign and return them to the Accommodation Officer (Ali Benham, email: accommodation@sel.cam.ac.uk) by the date set out on the room licence agreement. Please note any faults (burns, scratches etc.) on the inventory which are not already listed. In this way, charges for damage for which you have no responsibility can be avoided. Room and inventory inspections take place throughout the year, other than in the “quiet period”. All students should please remember that many other people will have to live in the room after their occupancy. Students will be hence charged for any redecoration and repair work that is required beyond normal wear and tear (which is addressed through rolling programmes of redecoration).

If you have any queries about your accommodation, please contact the Accommodation Officer in the first instance (email: accommodation@sel.cam.ac.uk).

1.2 What to bring and what items are prohibited

Students may bring small items of furniture for use in their rooms if they wish, but may **not** remove the furniture or furnishings (e.g. curtains) provided. Storage facilities are very limited. Large items of personal furniture (e.g. armchairs, sofas, beds, including ‘foldup’ beds, pianos) are not permitted, except in exceptional circumstances. Any student wishing to request exceptional permission should write to housekeeping@sel.cam.ac.uk. Permission must be sought and obtained *before* items arrive in College. Permission will be required from both your Tutor **and** the Operations Manager, and it is rarely granted. Unauthorised items will need to be removed, and if College staff have to undertake the removal you will be charged the cost of labour.

You will need to bring bedding, tea cloths, and towels. You should bring crockery and cutlery for personal use and many people bring a kettle. In exceptional circumstances, you can ask for blankets and/or pillows to be provided, but you will need to write to housekeeping@sel.cam.ac.uk well in advance of arrival with this request.

Provided they are correctly connected and are in good working condition, most electrical audio visual and personal care appliances may be used in your room. All electrical appliances containing heating elements or batteries (i.e. heat generating units) are asked to be brought to the maintenance team for PAT testing, unless they are newly purchased (<12 months old). During Freshers' week, usually during the arrivals weekend, a PAT testing service is offered within Cripps Court – please see local notices for details.

For fire safety reasons, the following are strictly prohibited within student rooms:

- Any cooking equipment (apart from a kettle), containing a heating element. (Please note that each gyp/kitchen has a sink, microwave, kettle, toaster, hob and fridge, and students may place *small* additional cooking items in their gyp room. Bulky items such as coffee machines, rice cookers, air fryers etc are **not** permitted due to space constraints. Deep fat fryers are strictly forbidden due to the high risk of fire in use.)
- Candles, joss sticks, incense or any other items involving the use of naked flames. Battery powered candles are not permitted in order to prevent staff expending time investigating whether they are real!
- Hand-held steamers and electric diffusers (non-electric diffusers are fine).
- Hanging your own curtains or lampshades. Those provided by the College are fire retardant and meet current fire regulations.
- Use of cigarettes, e-cigarettes, and vapes, in line with the College's smoking policy.
- Explosives or inflammable substances such as petrol or fireworks. Such items may not be stored by residents anywhere on College premises under **any** circumstances.
- Cable reels and socket adaptors (pictured below). These represent a fire risk and must not be used. Any appliances with 2-pin plugs, adaptors to plug in any electrical equipment not originating in the UK, and any equipment that is not rated for 240 volts or for use in the UK must not be used.

*Multi-way extension leads **may** be used in each room, provided they are of the type pictured with a green tick below, and are fused.*



The following are also strictly prohibited from College residential accommodation:

- Firearms and other weapons (including airguns, starting pistols and imitations) and ammunition.
- Pets (see section 1.8).
- Bicycles (see section 2.3)
- Portable electric heaters (see 5.1)

The College Council periodically reviews what appliances may be used and the above list may be subject to change from time to time. More information on Fire Safety is given in section 4 of this Handbook.

1.3 Students with disabilities

The College makes every effort to make appropriate arrangements for students with disabilities. Any

student with a disability is urged to contact the Bursar (bursar@sel.cam.ac.uk) and the Tutorial Office Manager (senior.tutor@sel.cam.ac.uk) well in advance of coming into residence, so that any needs can be discussed. In addition, students with any kind of disability are advised in parallel to make contact with the College Nurse and with University's Disability Advisers (<https://www.disability.admin.cam.ac.uk/students/advice-support-for-students>) and to familiarise themselves with the information on the University's Accessibility & Disability Resource Centre website (<https://www.disability.admin.cam.ac.uk/>).

1.4 Keys and University Card

On arrival at Selwyn, you will be issued with your room key. This will also give you access to various gates and common areas around the College. Those living out of College will be issued with a Late Key which will give the same access. It is important, both for your own security and that of the College, that you keep your key safe. Charges apply to cover the cost of replacement. These will not be reimbursed if the key is returned after the cost of replacement has been incurred. If you live in College accommodation, whilst awaiting a replacement University card, can obtain a temporary card from the College Bursary.

All members of the University are issued with a University card. This will be provided to you upon arrival at the Porters' Lodge. It provides access to certain common areas of College via proximity card readers. You must ensure that your card is electronically scanned by the Porters to book you in and out of residence at the start and end of each term. It is extremely important that your University card is presented when checking in and out of your room as this determines the room rent charge on your College bill. More details are given in section 8.2 of the student Guides.

1.5 Single Occupancy

All College Rooms are rented strictly on a single occupancy basis only. Co-habitation, or sub-letting of rooms (whether or not for remuneration) is not permitted and may lead to the forfeiture of the entitlement to remain in College accommodation.

Occasional guests are permitted in rooms – see section 6.5.

1.7 Insurance of your Personal Possessions

Your personal possessions are your own responsibility. They are not covered by any College insurance, nor can the College accept responsibility for any loss or damage, including accidental damage by the College staff. You may well find that your possessions can be covered, at reasonable cost, by an extension to your parents' household insurance. If this is not the case, you are strongly advised to take out insurance yourself.

All personal possessions must be removed at the end of your Licence period. Any remaining items will be disposed of. If the volume of items left behind is significant, charges may be levied.

1.8 Pets

Students may not keep pets **of any kind** in any part of the College. Requests to bring an emotional support animal (ESA) onto College property will not normally be granted but would be considered on a case by case basis, taking into account relevant factors including supporting medical evidence, the health, safety and welfare of other members of and visitors to the College, arrangements to ensure the health, safety and welfare of the ESA and of other animals, adequacy of training, insurance arrangements, the cost implications of any agreed arrangements and, where appropriate, laboratory requirements, licence conditions and any other relevant considerations. If you wish to request permission to keep such an animal, please discuss the

matter with your Tutor.

1.9 Posters, Notices and Flags

Posters, notices and flags etc. are not to be displayed in room windows, on the doors of College rooms or elsewhere in communal locations in College, except on the appropriate noticeboards and screens and with prior written authorization from the Porters.

1.10 Electoral Registration and Voting

Inclusion on the Electoral Roll is a personal responsibility. The College will provide to the City Council a list of students living in College accommodation. It is your responsibility to register your personal details at www.gov.uk/register-to-vote. Those in private accommodation should make their own application.

We strongly urge you to register if you are eligible. Do not risk being disenfranchised if general elections or referenda should occur when you are resident in Cambridge.

The Electoral Commission (<https://www.electoralcommission.org.uk/>) also provides advice. As a student you may register in more than one area. If you are registered to vote in two different electoral areas, you **can** vote in local elections for the two different local councils. However, it is an offence (max fine £5,000) to vote twice in the same type of election (e.g. two different constituencies in a General Election).

UNDERGRADUATE STUDENTS

1.11 Allocation of rooms and annual ballots for non-first year students

The allocation of undergraduate student rooms in College and in College hostels is the responsibility of the Fellow for Rooms (Professor James Moultrie, email: fellow-rooms@sel.cam.ac.uk). First-year undergraduates are allocated rooms in Cripps Court prior to arrival. Second- and higher-year undergraduates enter a ballot for rooms, usually during the Easter term, the arrangements for which are agreed with the JCR. The ballot is administered by the JCR under the supervision of the Fellow for Rooms.

Once a room is selected this is considered a commitment in accordance with the terms of the Room Licence. The Fellow for Rooms is willing to advise any student who, for an exceptional reason, wishes to alter their room. Requests are considered in conjunction with a student's Tutor and the Senior Tutor, and there is no guarantee that they will be granted or that rooms will be available.

Undergraduates may be allowed to live out of College. However, this is not a right and applicants must obtain written permission from their Tutor. A full term's notice is normally required and permission is unlikely to be granted if there is an appreciable number of empty rooms in College. Such permission is not usually granted to first year undergraduates.

1.12 Rent and the Fixed Period of Residence (FPR)

College room rental charges cover all charges relating to accommodation, including the provision of all utilities. Council Tax is not payable on student rooms. Undergraduate rooms are banded into rent codes to reflect their size, facilities and other features. The weekly rents for each rent code are set out in Appendix E. It should be noted that some Colleges charge an additional 'Facilities Charge' or a 'Kitchen Fixed Charge' as a contribution to catering costs. Selwyn has no such additional charges. Rents are set during the Lent Term annually for the following academic year in consultation with the Accommodation Committee, a body comprising both senior and junior members (JCR and MCR) of the College. Final confirmation of these charges rests with the College Council, which also has student representation.

For undergraduates, rent is only payable during the 'Fixed Period of Residence' (FPR), which is normally ten weeks per term. Accordingly, the Room Licence Agreement allows for residence only during FPR. Payment at the agreed rate per week for the FPR is to be made to the College at the beginning of each Full Term. You will be reminded of the due date for payment on the College Bill you receive shortly before the beginning of each Term. The amount of each payment for undergraduates will normally be ten times the weekly rent. One exception is first-year undergraduates, who are asked to come up the weekend immediately before the start of the Michaelmas term, which is one week later than the start of FPR. First-year undergraduates therefore pay for only nine weeks in their first term.

FPR generally commences from 2pm on a Saturday and finishes at 10am a Sunday 10 weeks later. The FPR rental periods for the academic year 2023-24 are detailed in Appendix C.

It should be noted that whilst undergraduates are entitled to be in residence throughout FPR, they **must** meet the minimum period of residency each term to fulfil residency requirements which are detailed in the Undergraduate Student Guide. The minimum residency requirement is shorter than FPR. It should be noted that rent is payable for the whole period of the FPR and is not dependent on the exact number of nights spent in Cambridge.

You are expected to pay your bill on time. If you are experiencing difficulty, you should contact your Tutor or Alison Barrow in the Bursary (email: studentbilling@sel.cam.ac.uk) in advance of the deadline for payment. Penalties will be applied to late payment where there has been no prior agreement to extend the deadline. The College reserves the right to send out of residence any student who fails to pay his or her account, and will not allow any student who has not paid the previous term's account to return into residence without special permission. Finally, the College will not present for a degree, nor grant any reference or testimonial for any student who is in debt to the College.

1.13 Occupation outside FPR

During the vacations, it is possible to continue to rent your room or, sometimes, a different room, by agreement with the College and with Tutorial support (see section 1.16). Any period of rent outside FPR is payable at the same weekly rate as during FPR. If there is an educational need to remain in College over a vacation period, please speak to your Tutor who may also be able to arrange financial assistance if required. The College has specific funds to cover vacation rent for students who qualify for the Cambridge Bursary Scheme who need to be in College for educational purposes. Please however note that the College and its catering services are largely closed from 24 December to after the New Year's Day bank holiday.

It should be noted that the College uses rooms during vacations to house admissions candidates, visitors for Open Days, alumni donors and conference guests. The income from conferences contributes to estate costs and helps us offer shorter rental contracts and lower rents. As a result, vacation stays will sometimes only be possible in a different room.

1.14 Returning to residence at the start of Term and going down at the end of Term

On the day you come into residence at the beginning of each Term you must check in and collect your keys at the Porters' Lodge using your University card as i.d. If, on account of illness or other emergency, you are unable to come up on the date expected, you should immediately inform your Tutor. At the end of Term, you must similarly check out and return your room keys at the Porters' Lodge using your University Card.

1.15 Exeats during Term

If you wish to leave Cambridge for one or more nights during Term, you must sign the Exeat file in the

Porters' Lodge before leaving, and when you return. This applies to all undergraduates, including those who live out. The College is required by the University to certify that an undergraduate has "kept Term", and the Exeat Forms, together with the information you provide on coming up and going down dates, provide the basis on which this is done. Any undergraduate who is found to have been absent for one or more nights without having signed the Exeat file will be fined. Prolonged absence during Full Term is in any case incompatible with the demands of your course. If there is a good reason for your wishing to be away for more than the occasional night, you should discuss this with your Tutor. In addition, the Head Porter is required to inform the relevant Tutor in all cases where an undergraduate has been away from College for three or more consecutive nights.

1.16 The Going-Down Circular

Before the end of each Term you will be asked to confirm online the date you will vacate your room and the date on which you intend to return via the termly Going-Down circular. A fine of £20 applies for failure to provide this information by the advertised date. There are strict procedures to be followed in the event of your wanting subsequently to change the date on which you wish to go down or come up. These changes cause considerable disruption and expense to the College, given they have direct implications for staffing levels, as rooms vacated early are cleaned first as the small in-house team aims to cover the whole College. Changes should therefore only be contemplated when absolutely necessary. If you are granted permission to return earlier than originally stated and have not given two weeks' notice, an administrative charge will be levied. Full details are given in the Going-Down circular that is issued each Term.

1.17 Storage out of Term

If you are not remaining resident, your room is likely to be used by others during the vacation. You **must** therefore clear your room at the end of Term. During the Christmas and Easter vacations, however, the following possessions may be left in rooms at the owner's risk:

- Pictures and posters provided they are in reasonable taste.
- Books neatly arranged in bookshelves/cases.
- Some rooms have separate lockable compartments **above** wardrobes and cupboards. Where these are available, everything should be stored in them. Students must provide their own padlocks.

It is not acceptable to lock wardrobes. If a room becomes unusable because of a locked wardrobe, the College reserves the right to break the lock and remove any possessions. The student concerned will be liable for all associated costs.

Some storage space is available in the College buildings for students living abroad to store belongings over the vacation if they are not staying in Cambridge. International students who wish to store their possessions should apply to the Accommodation Officer at least three weeks before they are due to leave. Please note that all stored items are left entirely at the owner's risk. The College will accept no responsibility or liability for any damage to any item, no matter how such damage is incurred. All items must be clearly named and dated. Items contained in plastic bags will **not** be accepted. Such College storage is very limited and students are asked to be mindful of the quantity of possessions they bring to College. In exceptional circumstances, such storage arrangements may be extended for Home students whose circumstances create a strong case. Please contact your Tutor for advice in the first instance. Your Tutor will then discuss the request with the Senior Tutor and the Accommodation Office (accommodation@sel.cam.ac.uk) to ascertain whether such storage is possible.

At the end of each Term any items of furniture which you have moved, must be returned to their normal position. Food must be cleared out of gyp rooms and fridges. Failure to remove possessions from rooms

at the end of each period of FPR may result in the student being called back to remove them, or if necessary, the College arranging removal and storage of items at the expense of the student concerned. The student may equally be charged rent for the period when the possessions remain in the room.

All personal possessions **must** be removed at the end of the academic year, unless exceptional permission has been given by your Tutor and the Operations Manager. Any remaining items will be assumed to be surplus to your requirements and will be disposed of, with the possibility of charges if significant staff time is required to do so.

POSTGRADUATE STUDENTS

1.18 Allocation of rooms and the annual ballot for non-first year students

The allocation of postgraduate student rooms in College and in College hostels is the responsibility of the Fellow for Rooms (Professor James Moultrie, email: fellow-rooms@sel.cam.ac.uk).

New postgraduates are allocated rooms by the College during the month of September, once they have been admitted to the University. Arrangements for the ballot for second- and higher-year postgraduate rooms are agreed with the MCR. The ballot is generally held in July and administered by the MCR under the supervision of the Fellow for Rooms. Postgraduate eligibility for rooms is detailed in Appendix B.

Once a room is selected this is considered a commitment in accordance with the terms of the Room Licence. The Fellow for Rooms is willing to advise any student who, for an exceptional reason, wishes to alter their room. Requests are considered in conjunction with a student's Tutor and the Senior Tutor, and may not always be granted, nor immediately possible.

For postgraduates who wish to live out of College, advice is provided by the University Accommodation Service (see: www.accommodation.cam.ac.uk). Tutors can also give advice and should always be consulted about any difficulties over contracts or relations with landlords.

1.19 Rent

College room rental charges covers all charges relating to accommodation, including the provision of all utilities. Council Tax is not payable on student rooms. Postgraduate rooms are banded into rent codes to reflect their size, facilities and other features. The weekly rents for each rent code are set out in Appendix E. It should be noted that some Colleges charge an additional 'Facilities Charge' or a 'Kitchen Fixed Charge' as a contribution to catering costs. Selwyn has no such additional charges. Rents are set during the Lent Term annually for the following academic year in consultation with the Accommodation Committee, a body comprising both senior and junior members (JCR and MCR) of the College. Final confirmation of these charges rests with the College Council, which also has student representation.

Postgraduates pay rent on a quarterly basis. Postgraduate Room Licence Agreements commence on 1st October each year and run until early September of the following year (Tuesday 5th September in 2023). However:

- If you wish to come into residence before 1st October when you start as a postgraduate student, the College will endeavour to meet all such requests. In this case, rent will be payable at the same rate as usual, but from the date you move in;
- If your course ends earlier than the end date of your Room Licence Agreement, you will only be expected to pay rent for the duration of the course;
- If you have balloted for a different room in your second or subsequent year, we shall ask you to move rooms by the date in September on your Room Licence Agreement to make your current room available for incoming students;

- In your final year, you must move out by the end date of your Room Licence Agreement. You will receive a refund for any rent paid beyond this date. If you need to stay longer, please contact the Accommodation Officer (email: accommodation@sel.cam.ac.uk) in the first instance, and make sure it is in good time. This will also require your Tutor's permission. If you wish to move out earlier than the end date of the agreement, please contact the Accommodation Officer at least one month before you wish to move out. A refund will then be made dependent on your move-out date.

If the start of your tenancy is delayed for any reason, you are required to pay all rent due (generally from 1st October) if you wish the College to hold the room available for you.

Please note that, for second and subsequent year postgraduate students, the College regards entering the ballot and selecting a room as a commitment on your part to occupy that room in the coming academic year. You will only be released from this obligation in exceptional circumstances and will be liable for up to a term's rent.

Postgraduate room rent is charged via the College bill issued at the beginning of each Full Term. Postgraduates will be reminded of the due date for payment of the bill.

Michaelmas Term:	1 October to 31 December
Lent Term:	1 January to 31 March
Easter Term:	1 April to 30 June
Long Vacation:	1 July to 30 September (a rent rebate will be provided for those required to vacate before this date)

You are expected to pay your bill on time. If you are experiencing difficulty, you should contact your Tutor or Alison Barrow in the Bursary (email: studentbilling@sel.cam.ac.uk) in advance of the deadline for payment. Penalties will be applied to late payment where there has been no prior agreement to extend the deadline. The College reserves the right to send out of residence any student who fails to pay his or her account, and will not allow any student who has not paid the previous term's account to return into residence without special permission. Finally, the College will not present for a degree, nor grant any reference or testimonial for, any student who is in debt to the College.

1.20 Working away from College (Postgraduate students)

Postgraduate students need to fulfil the University's residency requirements, which are detailed in the Graduate Student Guide.

With reference to working away from College, **MPhil students** should observe the University's code of practice (see https://www.cambridgestudents.cam.ac.uk/files/cop_m_adv_study_2122.pdf) with particular reference to 'Residence' on page 11. In addition, the College Council has agreed the following guidelines regarding room occupation and rent with reference to MPhil students:

- In cases where a student needs to be out of Cambridge for longer than 4 weeks for academic reasons, they may, with the support of their Tutor and provided that they give at least a month's notice, request to give up their accommodation for an agreed period. If the absence is for less than 4 weeks it will not usually be agreed to allow them to alter the terms of their engagement with the College for the full academic year.
- Each case will be considered individually to ascertain what charges will be incurred. These will usually be *pro rata* to the full term's charges and calculated according to the length of absence.
- The room must be cleared and available for other uses.
- The College cannot guarantee that a room will be available on a student's return. Certainly the student's former room cannot be kept aside if another use is found for it. Every effort will be made to accommodate the returning student in College if they so wish, but prior to mid-June it is not

possible to be certain that rooms will be available. Beyond that time, it would usually be the case that some accommodation should have become available as undergraduates and departing MPhil students vacate.

PhD students who stay away from Cambridge for a time, and those who spend time away for other reasons, should negotiate any adjustment to their rent on an *ad hoc* basis. Those who are to study away for a long period, or who wish to go out of residence, must give a month's notice of their intention to vacate and will be expected to pay that month's rent unless there are exceptional mitigating circumstances. Once you have confirmed your leaving date and your College bill has been amended to reflect this, any further changes after this point may be subject to a charge to cover the extra administration costs involved. This applies each time your leaving date is altered. The College cannot guarantee that the same room will be available on return.

2. COLLEGE FLATS

The College also has a limited number of flats available for two people to occupy. These are located at 17 West Road and 19 Grange Road.

Fellows have first priority but there may be occasions where students are able to rent a flat. It should be noted that flats are rented on a 12-month basis, and rent is payable all year round. Utilities and Council Tax also have to be arranged and paid by the tenant. Flats are subject to a standard tenancy agreement, rather than a room licence agreement.

Eligibility for College flats is set out in Appendix B.

3. HEALTH AND SAFETY

3.1 Accident Procedures

If you have an accident on College premises, you must report it to the Porters' Lodge at the earliest opportunity. If necessary, arrangements will be made for treatment, either by the College Nurse or by transfer to hospital. It is a legal requirement for an accident report form (available from the Porters' Lodge) to be completed after any accident. It is your responsibility to ensure that this is done, although if one of the Porters has been involved they will write the report. Incidents in which a student requires medical attention within or outside College (including any visits to the hospital) must be reported; as must any incidents to which an ambulance or paramedics are called.

3.2 First Aid Provision

There are a number of First Aid boxes situated throughout the College as detailed below. These boxes are for emergency use only.

LOCATION OF FIRST AID BOXES:		
Porters' Lodge (2)	JCR and MCR	Bartlam Library (Librarian's office)
College Bar	College Offices (all floors)	Quarry Whitehouse Auditorium
Gallery landing (main Hall)	Gardens Department	Maintenance Department
Diamond, Cripps Court	Housekeeping Department	Hall Kitchen

AED (Automated External Defibrillator) devices are available in the Porters' Lodge, Catering offices (back stairs), the Quarry Whitehouse Auditorium lobby and L staircase in Cripps Ct L staircase.

3.3 Emergency Qualified First Aider Contacts

A list of qualified First Aiders, and their contact numbers, is set out below. All Porters are qualified First Aiders. The College Nurse is able to give any necessary treatment when she is in College.

FIRST AIDERS:

Lucy Turnell	College Nurse	01223 335898
Helen Stephens	Head Porter	01223 335899
Lee Scott	Deputy Head Porter	01223 761052
ALL DUTY PORTERS	Porters' Lodge	01223 335846
Sandor Kovacs	Conferences & Events	07824 835192
Alistair Livesey	Maintenance Department	01223 769243
Howard Beaumont	IT Office	01223 335850
Mark Reeder	Sportsground	01223 741270

4. FIRE SAFETY

4.1 Prevention

Fire is probably the biggest single danger in multiple-occupancy buildings. Failure to observe the College's fire regulations and procedures can have potentially catastrophic consequences, for you and for many others. On a personal level, this means that you should be aware of potential dangers and follow some basic guidelines:

- Familiarise yourself with escape routes and assembly points.
- Never leave cooking unattended.
- Cooking in your room is **strictly prohibited**.
- The use of candles, joss sticks or other naked flames or other forms of incense is also **strictly prohibited**. (Battery powered fairy lights only are permitted.)
- Fire doors, especially in gyp rooms, should **never** be wedged open or obstructed, especially whilst cooking.
- It is a criminal offence to tamper with the fire detection and alarm systems, or with fire extinguishers. (See 4.7 Zero Tolerance of Damage to Fire Equipment.). If you know of a damaged or missing fire extinguisher, please alert the Head Porter.
- Keep flammable materials (clothes, books, papers etc.) away from heat sources such as plug socket, radiators and light bulbs.
- **Do not** use electrical appliances (especially kettles) on the floor, or leave laptops on beds, where blocked fans can cause batteries to overheat.
- **Do not** obstruct fire escape routes in any way. In the event of a fire, you will want a clear route from your room to the exit door...
- **Do not** change the College curtains or lampshades, which are fire retardant and meet current fire regulations.

Students have a legal duty of care to others for safety in shared accommodation, and are expected to behave responsibly as members of the College.

Charging phones, e-cigarettes, vapes and similar mobile devices

There has been a significant rise in the number of fires in the UK caused by faulty chargers or batteries within for electrical devices. Please ensure you:

- Use the original charger supplied with your device.
- If you need a replacement or additional charger, purchase a genuine factory replacement.
- Check for indications of overheating regularly.

4.2 Fire Drills

The Head Porter is responsible for arranging fire drills for each staircase and hostel, and a log is kept of all drills. Generally, drills will take place only once a Term, unless response is poor. **ALWAYS** respond promptly to fire alarms, even if you suspect it may be a false alarm, or 'merely' a fire drill. You have a legal duty to co-operate with College staff during fire drills.

4.3 Fire Alarm Testing

Weekly fire alarm tests are completed in all areas of the College on Thursday mornings throughout the year except during the Quiet Periods. During the tests, the alarms will sound for a brief period of 5 to 10 seconds. Residents are not required to respond to weekly tests. Test times are posted around the College.

4.4 Detection and Alarm Equipment

All College accommodation is equipped with automated fire detection and alarm equipment. In every case, this is a hard-wired system linked to the Porters' Lodge. It is essential that all members of College understand the actions that need to be taken in the event of a fire alarm.

Students should be aware of the sensitivity of the fire detection system. Leaning up against call points, unattended cooking, burnt toast, spraying deodorant directly underneath a detector, and steam escaping from open shower doors are just some of the actions that can trigger an alarm.

4.5 Escape

Each staircase has its means of escape clearly posted. It is **critical** that escape routes, especially staircases, which can act as a chimney, are kept clear of flammable material, such as paper, cardboard boxes etc. **Escape routes must also be kept clear of furniture and other items.** Regular inspections will be made of these areas, and disciplinary action will be taken if escape routes are blocked.

You should have a set of Fire Instructions behind the door in your room; please alert the Porters if it is missing. **Please read them.** Everyone has a responsibility for knowing where their own assembly point is and the location of their individual fire exit.

FIRE AND EMERGENCY ASSEMBLY POINTS:

AREA	ASSEMBLY POINT	DEPARTMENTS/AREAS
OLD COURT:	OLD COURT LAWN	Staircases A, B, C, D, E, F, G; Bar; Catering Department; Chapel; College Nurse; Hall; Housekeeping; Master's Lodge; Porters' Lodge.
CRIPPS COURT:	CRIPPS COURT LAWN	Staircases H, I, J, K, L, M, N; Diamond; MCR.
ANN'S COURT:	ANN'S COURT LAWN	Staircases O, P, Q, R; 21 & 23 West Road; College Offices; Computer Room; JCR; TV Room; Bartlam Library, Quarry Whitehouse Auditorium.
SIDGWICK AVENUE:	OUTSIDE MAINTENANCE YARD	Gardens Department; Maintenance Department.
HOSTELS:	FOOTPATH IN FRONT OF EACH HOSTEL	All Hostels (apart from Walters Lodge, and 21 & 23 West Road).
WALTERS LODGE:	KITCHEN YARD	Walters Lodge, Laundry.
WOLFSON COURT:	IN FRONT OF HOSTEL COMPLEX	Wolfson Court.
COLLEGE GYM:	EXIT TO CRIPPS COURT PARKING AREA, CRANMER ROAD	

Fire doors in the College (including doors to all student rooms) are designed to withstand smoke and fire for at least 30 minutes. If your escape route is cut off, you should remain behind a fire door until rescued. If you can, telephone the Porters' Lodge immediately on 01223 335846 to summon help.

4.6 Smoking Policy

The College's Smoking policy prohibits smoking on College premises, including the gardens, other than in the designated smoking area in Cripps Court (outside the exit door between I and J staircases on the Rugby Club side). This policy includes e-cigarettes and vapes.

4.7 Zero Tolerance of Damage to Fire Equipment

Tampering with fire safety equipment is a criminal offence.

Given the potentially serious, and possibly fatal, consequences of the wilful misuse of fire equipment, severe penalties will be imposed on those found responsible for such misuse or damage, or for encouraging others in such misuse or damage. These may include the withdrawal of the privilege of living in College or in College-owned accommodation. In addition, payment in full will be demanded for all damage caused. Under no circumstances will a plea that alcohol or other substance misuse reduced an individual's judgement be entertained as a mitigating factor.

Severe penalties will also be imposed on those who infringe the regulations regarding the use of cooking equipment, candles and joss sticks in College rooms, or who otherwise increase the risk of fire.

5. UTILITIES

5.1 Heating

Central heating is supplied to all College rooms in accordance with the table below. Occupants are strongly encouraged to help to save energy and cost by keeping windows closed in cold weather, dressing appropriately and keeping radiator thermostat settings to a minimum. The target daytime temperature for residential rooms is between 17-19 degrees C.

AUTUMN (1 Oct – 15 Nov)							
Heating							
ON		OFF			ON	OFF	
7.00		9.00			19.00	21.00	
Hot Water							
ON						OFF	
7.00						23.00	
WINTER (16 Nov - 15 Mar)							
Heating							
ON						OFF	
7.00						23.00	
Hot Water							
ON						OFF	
7.00						23.00	
Over the Christmas break heating <i>may</i> be turned off in some accommodation, and students asked to relocate, to avoid heating spaces with low occupancy.							
SPRING (16 Mar – 15 Apr)							
Heating							
ON		OFF			ON	OFF	
7.00		9.00			19.00	21.00	
Hot Water							
ON						OFF	
7.00						23.00	
SUMMER (16 April – 1 Oct)							
Hot Water							
ON						OFF	
7.00						23.00	

As set out in section 1.2, for fire safety reasons, personal portable heaters are **not permitted** in student rooms. If you need supplementary heating please make a request to the Maintenance Department via the Maintenance Request System (<https://maintenance.sel.cam.ac.uk/>), who are likely to instigate temperature monitoring to assess any local issues.

5.2 Gas Installations

All appliances that could emit carbon monoxide gas if they are not correctly maintained (eg gas boilers, cookers, heating systems and appliances) are installed, regularly serviced and tested annually by a reputable qualified 'Gas Safe' engineer. Copies of inspection certificates for appliances in your property

are published on the website for information.

Carbon monoxide alarms are installed in buildings with gas boilers, which meet the latest British or European Standard (BS Kitemark or EN50291). Alarms are tested and batteries replaced annually. If the low battery signal sounds, please report it to the maintenance department using the online reporting system <https://maintenance.sel.cam.ac.uk/>

5.3 Electrical Fittings

Power points on staircases are of the 3-pin, 13 amp fuse variety. UK electricity supply is at 240 volts. The following rules are intended to prevent fires from unsafe connections and prevent overloading of the supply:

- Provided they are correctly connected and are in good working condition, most electrical audio visual and personal care appliances may be used in your room.
- All electrical appliances containing heating elements or batteries (ie heat generating units) are asked to be brought to the maintenance team for PAT testing, unless they are newly purchased (<12 months old).
- Cable reels and socket adaptors are a fire risk and must not be used. See section 1 above.

Under no circumstances must anyone tamper with College electrical equipment or supply. If you are in any doubt about these rules, you should seek advice from College staff in the first instance.

If a light bulb fails, you should report it to the Maintenance Department using the Maintenance Request System (MRS) at <https://maintenance.sel.cam.ac.uk/>. Where possible, all light-bulbs will be low-energy, long-life models.

5.4 Water

Waste water systems are connected to Local Authority sewers. Food, fat, wet wipes (of any sort), waste chemicals and environmentally damaging or toxic substances **must not** be poured into waste water systems (via sinks, basins, baths, showers, toilets or external drains, e.g. under rainwater downpipes). It is your personal responsibility to dispose of such waste safely and correctly. Penalties will be levied where blockages to basins, toilets or showers have been caused by putting inappropriate materials into them.

Water hygiene risk assessments and monitoring of water in all areas of the College are carried out in line with Health and Safety Executive Approved Code of Practice. Testing of water quality is carried out by outside specialists on a regular basis. Running water outlets in unused areas are monitored and tested as necessary. All showerheads are descaled on a rolling programme. Access to rooms will be required to carry this out, but as far as possible, this will be planned in advance to reduce inconvenience.

5.5 Laundry Facilities

Cashless washing machines are supplied by an external provider in the laundry rooms in the Kitchen Yard off Old Court, on K Staircase in Cripps Court, at 40 Grange Road, and in the building adjoining 1 Selwyn Gardens (all on the Late Key). They are operated through a top-up system downloadable through an app for Android and iOS smart phones; and accounts can be topped up through direct debit, credit card or Paypal. The price is £3.00 for wash and £1.50 for drying. These prices are fixed until 2028. You are advised to monitor closely your account. The service provider will only refund balances above £5 and will charge an administration fee of £3 for any refund.

Facilities for drying and ironing are also available in the laundry rooms. The drying of washing on radiators

or on furniture is not permitted, as excessive condensation can cause mould to establish. Complaints of laundry malfunction should be directed to the contractor, Circuit Laundry, using the helpline number advertised in each laundry. You will need to provide your own detergent.

5.6 Internet, Wi-Fi and Email

All student rooms in the College have facilities that enable residents to connect their computers to the Cambridge University Data Network (CUDN). As well as connection via wi-fi across the College site, a cable connection is available in each room (although the cable is not supplied). The College has invested in significant wi-fi bandwidth, but nevertheless speeds will inevitably become slower at times of high demand. In these circumstances, a cable will give users a much faster connection.

Use and maintenance of a computer connected via the College network is at your own risk and carries a responsibility to abide by the College and University rules and regulations, including in particular the College's IT Acceptable Use policy which can be found at <https://www.sel.cam.ac.uk/current-members/it-services/it-acceptable-use-policy>.

Students have access to Helpdesk support for their computing facilities via the College IT Department during weekday office hours. Enquiries should be emailed to helpdesk@sel.cam.ac.uk.

All students are allocated an email address, which is made up of your personal CRSID followed by @cam.ac.uk. Important messages and notices from the College and the University are usually sent by email so please check your inbox regularly.

5.7 Television licencing

It is your responsibility to obtain a TV licence for viewing live TV or BBC i-Player on any device. Neither the College nor your home TV licence covers you. TV licensing authorities make checks on a regular basis and you will be personally liable for any fines imposed. For more information on TV licences, see www.tvlicensing.co.uk.

5.8 Telephones

There are University network phones in the Diamond kitchen and the College Gym which can be used to make internal calls free of charge, e.g. to the Porters' Lodge. In addition, there is a BT phone on the ground floor of A staircase which takes debit/credit cards and cash.

5.9 Post and Packages

Incoming post is put in pigeonholes. Parcels and items of registered mail are kept in the Porters' Lodge and emails are generated by the duty porter requesting student to collect. There is a postbox for outgoing mail outside the Porters' Lodge; the last collection is made at 5.30 pm on weekdays.

Please ensure that the Porters have your correct address for forwarding mail during vacations. When you finally leave the College, please advise the Tutorial Office of your new address. You are strongly urged to inform the Tutorial Office of subsequent changes of address also, so that future communications from the College, concerning such matters as the taking of your MA, are not sent to an address at which you are no longer resident.

6. SECURITY

6.1 General

The College is generally a relatively safe environment. However, thefts and other intrusions do occur, and it is important that you take all sensible precautions.

- Treat your room door as your “front door” and never leave your room unlocked, even when you are in a nearby room, toilet or shower.
- Never let your keys out of your possession.
- Avoid leaving valuable items on view, especially in ground floor rooms.
- Never let people into your room unless you know them.
- If you live on the ground floor, never leave your room without locking the windows.
- Always ensure that the outer door of your hostel is kept locked; the same applies to staircases which have lockable outer doors.
- Please leave gates closed if you find them closed, they are enhancing security intentionally for others.

If you are concerned about any aspect of security, you should draw it to the attention of the Porters. Report all crimes and suspicious persons or incidents as soon as possible. Even if you are in doubt, you should still do so, as this helps the Porters draw together a picture of site security from varied sources. The Porters offer an annual presentation on security to new undergraduate students which you are required to attend.

As part of the College’s policy on security, it has been agreed that the Porters should not disclose students’ room numbers to visitors. Students’ private telephone numbers will also be withheld. If the Porters are in possession of a student’s private telephone number they are however authorised to use it in order to inform the student that a visitor is asking for him or her at the Porters’ Lodge.

The University also offers guidance on personal safety. This is available in the relevant section of the [student wellbeing pages](#).

6.2 CCTV

CCTV cameras are used in College to help safeguard the security of people and property. Cameras are positioned to capture views of the main entrances of the College. The live pictures are viewed, from time to time, by the Porters in order to detect any suspicious activity.

Warning signs are in place at the College entrance to inform staff, students, Fellows and members of the public that surveillance cameras are in operation. CCTV footage is retained for 30 days and stored in a secure location. It is then wiped clean if not required as evidence. Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that the College could not reasonably be expected to ignore, for example, breaches of Health and Safety rules that put others at risk. You have the right of access to information about yourself held on CCTV footage. To request access, you will be asked to complete a Data Subject Access Request Form (available from the College website), and provide evidence of your identity.

6.3 Access to College

For security reasons the gates at the College’s main entrance are closed between 12.00 midnight and 6.30 am. The Cripps Court gate is generally kept locked for security reasons but can be opened using your University Card or late key. The Old Library, Ramsay Murray and Sidgwick gates are open during daytime hours. Otherwise, access may be gained by ringing the bell at the Porters’ Lodge, though a delay may result if the Porter is out on patrol.

6.4 Overnight Guests

The arrangements for the accommodation of guests are as follows:

1. Guest rooms, for which a charge is made, should be booked through the Accommodation Officer, (email: accommodation@sel.cam.ac.uk). If booking out of normal office hours and at very short notice it may also be possible to book through the Porters' Lodge.
2. You may put up a maximum of one guest overnight in your room for a maximum of three consecutive nights, provided:
 - You sign the Exeat file in the Porters' Lodge to indicate the room and the night(s).
 - You do not put up guests for more than three nights in any seven, or more than fifteen nights in any term (exceptionally the Dean may give permission for a larger number of nights if approached in advance).
 - You understand that you are responsible for the behaviour of your guest in College. The guest should not be another Selwyn junior member who might be regarded as circumventing the procedures governing residence outside Term.
 - You understand the College reserves the right to require a guest to leave at any time.

A few camp beds, with linen, are available for use in rooms, for which a charge is made. Please contact the Housekeeping team (housekeeping@sel.cam.ac.uk) for details.

Please alert the Porters if you have a guest who is disabled or who has special requirements in the event of an emergency.

After gate closure times, members of the College are expected to accompany departing guests to the gate.

6.5 Staff Access to Rooms

While you are in residence, your room is your home. Everybody – staff, Fellows, and other students – should respect your right to privacy. From time to time, however, it may be necessary for a member of staff or College Officer to gain access to your room as a matter of urgency, whether or not you are present. For example, there might be a potential danger to people or to the fabric of the building; or people from outside the College, such as window cleaners or electrical contractors, may need to carry out approved work; or a staff member or College Officer may need access in order to perform their duties. Whenever practicable and reasonable, an attempt will be made to arrange a mutually convenient time, but if the matter is urgent, access will need to be granted without undue delay. All staff wear identifying badges or uniform, and visiting contractors should have temporary passes. Porters and other staff accessing rooms will leave a form explaining the reason for entry, with the date and time.

7. KITCHEN FACILITIES, FOOD STORAGE, FURNISHINGS CLEANING ROUTINES AND OTHER MATTERS

7.1 Kitchens

Cooking is not allowed in bedrooms for reasons of health, safety and property damage. Food should be prepared and cooked in the gyp rooms located on each staircase. **Please wash and tidy up after your use as this is not the responsibility of the Housekeeping Assistants.**

Selwyn is **not a self-catering College**. The facilities provided for your use in the gyp rooms are intended for modest catering only, i.e. snacks rather than full meals, and under no circumstances is any degree of mass cooking or deep frying permitted. The College is answerable to the City Council Environmental Health Department for the proper conduct of all large-scale catering taking place in the College, and legal proceedings can ensue should any breach of these regulations occur. Disciplinary proceedings may result from breaches of these rules.

7.2. Food Storage

The College operates in line with stringent food safety legislation and guidelines. If you wish to discuss food safety issues, please arrange to see the Catering Manager. Please ensure that food kept in storage cupboards and fridges remains safe to store and eat.

Note that only in very exceptional circumstances are refrigerators and freezers permitted in student rooms, generally for medical reasons. Permission should be sought from the Dean, and will only be granted on strictly medical or, exceptionally, religious grounds, where it is impossible for the student to use the communal fridge or freezer provided in the gyp room. Any student wishing to make a case on the basis of strict medical or religious grounds should ask their Tutor to write to the Dean to support their request. Where permission is granted it may be for the central secure fridge and freezer provision located adjacent to the JCR.

Should a student require refrigeration of medication, they are also required to ensure that the College Nurse is aware of the condition, so that the Nurse can assist with emergency storage of medication in the event of a power failure.

7.3 Furniture and Decoration

All rooms are provided with noticeboards. You are encouraged to use these for small notices, timetables, photographs, postcards, etc. No items may be put on ceilings or draped over fire notices. Noticeboards are also available on each staircase and in each hostel. College staff are instructed to take down unauthorised notices which appear on walls in communal areas.

Remember that others will occupy your room after you, and that it must be maintained in an acceptable state. Nails, drawing pins, blu-tac (or similar) and sellotape damage paintwork and are therefore not to be used to fix anything else to the walls or doors. The use of Command strips is permitted if used in accordance with manufacturer's instructions and hence removed without trace at the end of the Licence Period.

Under your Room Licence Agreement, you are responsible for the state of your room. You will be charged for any damage. Charges will reflect the real cost of repair or replacement to room or furnishings, along with all associated labour costs, and are therefore likely to be high. Charges for damage to communal areas of a staircase or College hostel will be split equally among the students living there.

7.4 Cleaning

Day-to-day oversight of College accommodation is the responsibility of the Head Housekeeper (Attila Guba, email: housekeeping@sel.cam.ac.uk) and the staff of Housekeeping Assistants. His office is on the Ground Floor of B staircase in Old Court.

Student rooms are not cleaned during term time (except for en suite bathrooms – see below). **You are responsible for cleaning your own room during term time.** Each staircase and hostel has vacuum cleaners, brooms, dustpans and brushes available for you to use. Rooms must be left clean and tidy at the end of each Term. You will be fined the cost of cleaning the room if the College has to bring in special cleaners to enable the room to be used during the vacations.

Housekeeping Assistants clean common areas (gyp rooms, corridors and communal bathrooms) daily Monday to Friday. En suite bathrooms are cleaned on a weekly basis; a rota is displayed in the gyp room, please email housekeeping with any question.

At the end of Term, rooms will be checked, and students will be charged the cost of cleaning them if left in an unacceptable state. You are asked to leave your bin outside your room each morning (Monday – Friday) for it to be emptied. In addition, you must not damage or leave in a dirty or untidy state any other part of the building of which your room is part (e.g. kitchens, hallways, and landings).

Any problems with physical facilities should be reported immediately via the Maintenance Request System (MRS) at <https://maintenance.sel.cam.ac.uk/>.

8. MAINTENANCE AND REPAIR

8.1 Maintenance Request System (MRS)

Maintenance and repairs for all College sites are carried out by the Maintenance staff, or where necessary, by external contractors engaged by the Maintenance department. Items requiring attention (such as broken windows, fittings or furniture, dripping taps, or faulty heating or lighting) should be reported without delay via the MRS system on the College website (<http://maintenance.sel.cam.ac.uk/>), which is accessible using your Raven password. This system allows work to be prioritised, and problems resolved more quickly. Notice of any major issue within a staircase or hostel will be given on the front page of the website. Please **do not use** the Maintenance department email address to raise maintenance requests.

Repairs are normally completed during working hours Monday – Friday, but emergency cover is available 24 hours a day for major leaks etc. Please contact the Porters in the event of an emergency. If there appears to be undue delay, then the email maintenance@sel.cam.ac.uk may be used to check whether action has been recorded or if there is a delay because something needs to be ordered. The College aims to fix around 90% of all problems within two working days. Any problems relating to rooms that are not satisfactorily dealt with through the normal channels may be taken up with your Tutor, with the interim Operations Manager (Matt Rowe – email: mr300@cam.ac.uk) or with one of the JCR or MCR Accommodation or Welfare Officers.

8.2 Gardens and paths

The gardeners maintain the grounds around all College buildings. Gardens, particularly those facing onto roads, will aim to give some screening for occupants while in their rooms, while minimising opportunities for the concealment of intruders. Principal pathways are maintained to provide a suitable surface for all users, including those with mobility issues. While not all paths are fully illuminated, principal routes have suitable intensity lighting to provide security to users. Extra care should be taken around the Courts during wet or icy weather as the paving stones can become slippery. Students should take particular care if there are snowy periods to ensure their actions do not cause a hazard for others.

Please note that ball games, fires and barbecues are not permitted in the College gardens. Please also note that the pond contains deep water. See the Student Guide Appendices for the Use of the Gardens guidelines.

8.3 Refurbishment, repair and rehousing

The College has a programme of planned refurbishment. If rooms need to be taken out of operation for non-emergency works this will be flagged whenever possible at the time of balloting. Invariably such works aim to improve the room for future users and the support of residents is appreciated. Emergency works and subsequent repairs are of course unpredictable. It may occasionally be necessary to move you to alternative accommodation accordingly.

9. ENVIRONMENTAL IMPACT, SUSTAINABILITY AND RECYCLING

In 2023 the College approved new Sustainability and Sustainable Travel Policies. These can be found at: [Sustainability | Selwyn College \(cam.ac.uk\)](https://www.selwyn.cam.ac.uk/sustainability)

The College has a Sustainability Working Group to examine ways to improve the College's environmental footprint further, including both senior members and JCR and MCR representatives. Students interested in supporting the "greening of Selwyn" are asked to contact their student representatives on the Sustainability Committee and Green Impact teams for more information, or to get involved.

9.1. Energy Efficiency

The College has evolving estate wide plans to reduce energy use, most recently actioned in the refurbishment of 29 & 31 Grange Road and 1 Selwyn Gardens hostels in 2021/22 which were thoroughly reinsulated and are now heated through ground sourced heat pump technology alone. Electricity supplies are bought through contract from 100% renewable generation, and the solar panels on the Cripps building are being investigated to see what extensions in their use are possible.

What can **you** do to help?

- The single largest contributor to the College's climate emissions footprint comes from heating. Please turn down heating rather than opening windows; dress more warmly rather than turning heating up; and turn heating off or down during longer periods of absence. Maintenance can offer support on how to do this if unsure at: <https://maintenance.sel.cam.ac.uk/>.
- Please switch off lights and other appliances, including computers, when leaving your rooms.
- Extractor fans are also energy intensive so please switch these off after use if they are not automated.
- Most importantly – dripping taps and lights where sensors don't function all contribute to wasting resources. Please contact Maintenance who will fix everything they can, and log other things for longer term Estates improvement. (<https://maintenance.sel.cam.ac.uk/>).
- Finally, please consider energy efficiency ratings when buying new electrical appliances to bring with you.

9.2. Refuse Collection

Housekeeping Assistants will clear waste bins Monday to Friday. Sharp items which have been in bodily contact (e.g. needles) **must** be disposed of separately from rubbish. There is a sharps bin in the bathroom opposite the Surgery (Ground Floor, B staircase). Similarly, sanitary towels bins are provided and should be used only for their intended purpose. Housekeeping staff will collect bins from en suite bathrooms during their weekly clean. **Waste placed in the bin in your room – or any bin not marked as a recycling bin – will NOT be recycled.**

9.3. Recycling

The College has made a commitment to recycle as much waste as possible. Cambridge City operates co-mingled recycling and all the below can go together into recycling boxes in gyms or, for hostels, blue wheelie bins. We hope during 2023/24 to evolve collection systems further so please watch for local notices.

An easy guide of what to recycle, is as follows:

- Paper, including newspapers, magazines and envelopes

- Cardboard including corrugated boxes, greetings cards and thin card packaging
- Cartons, such as Tetra Pak
- Plastic bags (except black bin bags)
- Empty and clean plastic bottles, pots, and trays
- Food and drink tins and cans, including sweet tins
- Empty aerosols
- Wrapping paper (no metallic plastic)
- Clean tinfoil and foil trays
- Empty and clean glass jars and bottles
- Non-metallic plastic packets or wrappers e.g. bread bags, pasta bags

For larger amounts of recycling of the items above, there are also large recycling bins at:

- The back of Cripps Court, next to the gym
- The Kitchen Yard, next to Sidgwick Avenue
- West Road, next to the 23 West Road hostel

You can watch a video on how the high tech waste machinery sorts items for reuse [here](#). If you need more detailed advice on where to put less frequently used items, follow the City Council's Recycling A-Z guide at <https://www.cambridge.gov.uk/recycling-and-rubbish-a-to-z>.

Batteries should be taken to the battery recycling point in the Porters' Lodge.

In our Catering operation, food waste is actively minimised, and we actively encourage students not to purchase more than they will consume. Food waste recycling is encouraged with food waste caddies in gyms and kitchens available for composting. When they are full, please empty them into the large green bins next to the 23 West Road hostel or behind H and I staircases in Cripps.

Also in Catering, you must bring a reusable container if you want to take food away. For coffees and teas there is a discounted price for bringing a keep cup.

We aim to reduce and reuse rather than replace wherever possible and ask that students do the same – for example before buying a new laptop please consult our IT team to check if a fix is possible. Please consider whether you really need to buy something before doing so, and whether it is being sourced responsibly. To reduce waste of student supplies at the end of the year, the JCR and MCR hold an annual drop off and collection event, where remaining items will be stored for the next year or donated to charity.

10. TRANSPORT

10.1 Vehicle Parking

Owing to traffic problems in Cambridge, the University and Colleges are required by the local authorities to restrict the use of motor vehicles used by students. Consequently, it is a University offence for a student to keep, hire or drive a car or motorcycle within ten miles of Cambridge while in residence in Term or in the Long Vacation without permission. A fine of £175 can be imposed by the University Senior Proctor on any offender.

Exceptions are possible, requiring the recommendation of College Tutors, usually linked to individual circumstances which may include University departmental, club or society roles, and must be renewed at the beginning of each academic year. Application is online at <https://www.proctors.cam.ac.uk/motor-control>.

Permission is dependent on suitable arrangements being made for off-street parking, and the Dean can advise on this. Cars may only be parked permanently in College with the written permission of the Dean. A charge will also be made for parking each Term.

'No parking' areas in the College grounds are indicated by signs or by double yellow lines. Cars must be driven with due care and attention, within the precincts of the College. Cars parked on College property without authorisation may be clamped.

All visitors with cars should report to the Porters' Lodge. Prior notification is advised in order to book spaces, which are limited in availability.. You may wish to advise your visitors that there are five Park and Ride sites in Cambridge, which operate seven days a week.

See: www.cambridgeshire.gov.uk/info/20149/park_and_ride.

Owners of mopeds are required to lodge the registration number with the Porters, who will advise on parking.

Electric scooters are not a legal form of transport within the UK and may not be brought to College. A trial of e-scooters is in train around the City but only scooters within the scheme and its parking arrangements are permissible. No e-scooters may be stored or charged within College residences.

10.2 Bicycles

Cycling is a practical as well as environmentally friendly way to get around Cambridge. It is usually quicker than driving. The city is cycle-friendly. For further information on cycling in Cambridge see the [CamCycle](https://www.camcycle.org.uk/) website (<https://www.camcycle.org.uk/>).

Cycle theft is common in Cambridge. The University requires all students to register their bicycles. Please do so via the link from the College website: <http://www.sel.cam.ac.uk/life-selwyn/porters-lodge/cycle-registration>. On completion, bring your bike to the Porters' Lodge where the Porters will attach a tag to your bicycle. The College undertakes an annual cull of unidentifiable bicycles and will not accept responsibility for the removal of any unregistered bicycle.

There are secure bicycle sheds next to the Old Library, behind Cripps Court between staircases L to N, and near Ann's Court by the Ramsay Murray Gate. Entry is via your room key. It is most important that you lock the gates behind you if the security of these areas is to be maintained.

The College cannot accept responsibility for the loss, damage or unauthorised use of bicycles stored in the

bicycle sheds. You are strongly advised always to

- use a strong lock to secure your bicycle when it is left unattended, the Porters have locks for sale if needed.
- to keep an accurate description of it, including the frame number.
- to ensure your possessions insurance covers your bicycle to its full value. Expensive bicycles are not advised. Special cycle storage is available, arranged through the Porters' Lodge; charges can be found in Appendix E.

Bicycles must not be brought indoors to accommodation and should not be left anywhere on College premises except in the bicycle sheds, or designated racks. They must not be left leaning against College walls or railings. They may not under any circumstances be ridden on the College footpaths or taken into the College Courts. Cycle spaces reserved for Fellows must also be respected.

Every year there are serious or fatal accidents involving cyclists in the City. You are strongly advised to purchase a suitable helmet, appropriate bike lights and high visibility clothing, and to wear or use them whenever you use a bicycle. The Police regularly fine students caught without lights. The practice of cyclists ignoring red traffic lights, particularly at the Sidgwick Avenue/Queens Road junction, is both dangerous and likely to attract the attention of the Police. At all times you should cycle defensively, paying close attention to other road users and pedestrians.

10.3 Cycle Helmet and Light Subsidy

In order to encourage the use of cycle helmets and lights, the JCR has a subsidy scheme whereby you can claim £10 off the purchase of a helmet. (This is restricted to one refund per person, unless an existing helmet is damaged in an accident.) To claim, write your name on the shop receipt and place it in the JCR Treasurer's pigeonhole. You can also claim a refund of £5 against the purchase of a single light, or £10 in the case of a set of front and rear lights (one front/rear lights subsidy per person).

11. GOOD NEIGHBOUR POLICY

Students are expected to be mindful of the proximity of neighbours both within the properties and in the wider community. This is particularly important for students who are resident in outlying hostels which are in a non-academic environment. The College takes a particularly serious view of student misbehaviour which inconveniences other members of the College or its neighbours.

In particular, students should be mindful of creating noise nuisance at unsociable hours. This applies both in the College courts, which are shared with other students who may need to work or sleep and with resident Fellows, and in Hostels, which may be close to the houses and gardens of local residents. As a rule, noise should be reduced after 10pm and must be extinguished after 11pm. In the morning, quiet must be maintained until at least 7am.

12. FEEDBACK AND COMPLAINTS

Students should make every effort to ensure that their property and its immediate surroundings are used in a manner that maintains it in the highest condition. Every attempt will be made to deal speedily and effectively with any complaints made about any matter of concern to students. The College's staff are often best placed to resolve and close complaints quickly, but in the rare cases where this cannot be achieved, the escalation process is described below. A settlement of a complaint can be reached at any stage and, once agreed, the complaint cannot be escalated to further stages.

The College requires that students and staff using this procedure act professionally, reasonably and fairly.

Any complaint will be handled by the College with an appropriate level of confidentiality and information will only be released to those that need it for investigatory purposes. Similar confidentiality is expected from complainants.

What can I complain about?

- The quality and standard of any service we provide in relation to your accommodation.
- Failure to provide a service.
- Failure to meet the ANUK / Unipol Code of Standards for Larger Residential Development which can be found at: <https://www.nationalcode.org/>

What can't I complain about?

- A routine first-time request for a service, which should instead be submitted via the College's maintenance/housekeeping online reporting system: <https://maintenance.sel.cam.ac.uk/>
- A request to be released early from your contract.
- Changing your mind about the room you have balloted for.
- Exceptional circumstances. If your circumstances have changed materially and this affects your accommodation you should contact your College Tutor.

The College will only enter into or respond to correspondence with/from a third party when it has received written authority to do so from the student or staff member initiating the complaint. This includes, but is not limited to, parents and/or guardians.

How do I complain?

The College's Accommodation Complaints Procedure consists of three stages. Please ensure that all complaints are factual and wherever possible are supported by robust evidence so that the College is able to investigate effectively.

All correspondence will be responded to within a maximum of three weeks at each stage, as defined in the ANUK Code, but the process in its entirety may take longer, dependent on the levels of escalation.

Stage 1

- Your initial complaint should be directed to the relevant Head of Department. The current staff list can be found [here](#).
- Complaints must always be in writing and preferably by email to create a time stamped traceable delivery record.
- A complaint will not be valid unless it contains:
 - the claimant's full name, address (including room number)
 - details of the complaint
 - a suggestion for improvement.
- If the complaint is complex, it may take time to investigate, but you should receive an acknowledgement of your complaint within five working days (excluding holidays and College closed periods).
- If your complaint is not resolved to your satisfaction, you have the option to escalate the complaint to Stage 2.

Stage 2

- This should be addressed to the Operations Manager who will normally acknowledge receipt of your complaint within five working days.
- Your complaint should include:
 - the reason for escalation

- copies of all correspondence sent and received
- details of the solution offered at Stage 1
- reasons why you are dissatisfied with the Stage 1 decision
- the resolution you are seeking.
- The Operations Manager will liaise with the appropriate Head of Department and complainant. All documentation submitted and the solution suggested by both parties will be reviewed to determine whether an equitable and suitable resolution has been offered.
- If the complaint is not resolved to your satisfaction, you have the option to escalate the complaint to Stage 3.

Stage 3

- If you do not believe that your complaint has been treated fairly by the Operations Manager, you may refer your complaint in writing to the Bursar (bursar@sel.cam.ac.uk) who will normally acknowledge receipt of your complaint within five working days.
- Your complaint should include:
 - the reason for escalation
 - copies of all correspondence sent and received
 - details of the solution offered at Stage 2
 - reasons why you believe your complaint has not been dealt with fairly
 - the resolution you are seeking.
- As in Stage 2, a review of the decisions and action to date will take place.
- You may use Stage 3 as the entry level only if your complaint is about a Head of Department or the Operations Manager.
- The Bursar's decision is final.

How to make a formal complaint to ANUK

If, having exhausted all stages of the College's complaints procedure, you are still dissatisfied with the outcome of your complaint, and you believe the College has breached the ANUK/Unipol National Codes of Standards, you are entitled to [make a formal complaint using their online form](#), or by submitting a [claim form](#) to the National Codes Administrator:

National Codes Administrator
 155-157 Woodhouse Lane
 Leeds
 LS2 3ED
 Email: NationalCodes@unipol.org.uk

13. ADMINISTRATION AND COMPLIANCE WITH THE ACCREDITATION NETWORK UK (ANUK) NATIONAL CODES

13.1 General

The College is registered with ANUK and is accredited under its National Codes for large student developments. The National Codes aim to ensure transparent and professional management of purpose built student accommodation through voluntary agreements to meet a set of benchmark standards. ANUK will periodically review and update the Codes, and the College will in principle amend its procedures to conform. The College's performance against the Codes is also independently reviewed and inspected periodically. ANUK's National Codes are available to view at <https://www.nationalcode.org/>.

13.2 Administration

ANUK has overall responsibility for administering the National Codes. This includes maintaining a list of all institutions signed up to the Codes and all buildings within those institutions covered by the Codes; liaising with other bodies over areas where the Codes are only applicable in parts; and periodically reviewing the Code. This review will be undertaken by a standing committee representing relevant stakeholder groups, including management, students and specialist professions (e.g. facilities managers, maintenance etc.). In this task, they will take note of significant complaints made by students concerning non-observance, other breaches noted by internal or external audits, and reports from bodies such as the Office of the Independent Adjudicator. If necessary, the committee may undertake further investigation, and then issue remedial proposals. In extreme cases, the committee may decide that a higher educational institution is no longer compliant with the Code, at which stage responsibility may pass to an alternate body, such as the Local Authority, to impose changes.

13.3 College Responsibilities

In registering with the ANUK National Codes, the College undertakes that:

- All the accommodation registered with ANUK meets the standards and accords with the procedures set out in the Codes.
- An appropriate complaints procedure is in place, integrated into normal College practices with a procedure for reporting back to ANUK on any significant complaints relating to the Codes.
- Auditors will consider the College's management of its student accommodation in relation to the Codes, advising ANUK and the Office for Students (OfS) as appropriate.

13.4 Schedule of Properties covered by the National Codes

The properties covered by the ANUK National Codes are listed in Appendix A.

Updated September 2023

APPENDIX A: SCHEDULE OF COLLEGE PROPERTIES

1.	Old Court	Staircases A to G (note G staircase does not contain student rooms)
2.	Cripps Court	Staircases H to N
3.	Ann's Court	Staircases O to R
4.	18 Fulbrooke Road	Hostel
5.	20 Fulbrooke Road	Hostel
6.	19 Grange Road	Flats
7.	21 Grange Road	Hostel
8.	23 Grange Road	Hostel
9.	25 Grange Road	Hostel
10.	29 Grange Road	Hostel
11.	31 Grange Road	Hostel
12.	38 Grange Road	Hostel
13.	40 Grange Road	Hostel
14.	1 Selwyn Gardens	Hostel
15.	17 West Road	Flats
16.	21 West Road	Hostel
17.	23 West Road	Hostel
18.	Walters Lodge	Hostel

APPENDIX B: ELIGIBILITY FOR POSTGRADUATE ROOMS AND COLLEGE FLATS

ELIGIBILITY FOR POSTGRADUATE ROOMS

Changes in Graduate funding and in assumptions made by Departments about the duration of students' courses make it necessary to clarify the criteria for eligibility to ballot for a College room. Current eligibility criteria are:

1. Students will be eligible for rooms for one, three or four years depending on their course's duration.
2. The duration of the course will be defined by the period for which funds are available to support them, whether from Research Councils, from within the University, or elsewhere, and during which they are eligible to pay fees. This means that some students have three years of eligibility and others four, depending on their fee model at the time of their admission. That would include students on 'one plus three' programmes. The end of eligibility is thus different in some cases from the maximum period for submission, which some Departments define as longer than the period for which they pay fees. It may also differ from the period for which a student receives maintenance.
3. Self-funding students will have eligibility in line with funded students on the same programme of study, similarly based on eligibility for fees.
4. A student who lives out will gain no additional eligibility by doing so.
5. Eligibility is used up in equal measure if a student is in a room or a flat. Those switching from one type of accommodation to the other are only eligible for the period remaining, they should not be advantaged by the switch. A year of occupancy of a flat shall count as a year of eligibility for a graduate room, and *vice versa*.
6. There should be no presumption that a student has an automatic right to keep the room they currently occupy at the time of the ballot.
7. If rooms or flats remain available in early September, there may be an additional late summer ballot that may include full-time students who were ineligible for the main ballot.
8. Part-time students may not ballot and have no automatic eligibility for a room. There is a presumption that they will be accommodated in suitable College rooms (if available) for mandatory periods of residence or for periods of study in Cambridge that are requested by their supervisor through their Tutor and supported by their Course Director.
9. Part-time students shall not normally be eligible for year-round accommodation.
10. Cohabitation in a single room, sub-letting of rooms or flats (whether or not for remuneration) or cohabitation in a flat with other than close family members, partners or carers as agreed at the outset of a lease is not permitted and may lead to the immediate forfeiture of the right to remain in College accommodation.

ELIGIBILITY FOR COLLEGE FLATS

The current eligibility criteria for junior members to rent College flats are:

1. Eligibility for renting a College flat shall be on the same basis as for single-occupancy rooms for both undergraduate and postgraduate students with the exception that an undergraduate renting a flat shall have the right to live there for the duration of their lease rather than leaving for vacations.
2. Leases are annually renewable.
3. A year of occupancy of a flat shall count as a year of eligibility for a graduate room, and *vice versa*.
4. Part-time students shall not normally be eligible to rent flats.
5. The allocation of flats for the following academic year shall be made annually by the Fellow for Rooms, in consultation with the Senior Tutor and the Bursar, at the time of the Graduate rooms ballot.
6. The allocation shall necessarily have to consider Fellowship needs, those of key College staff, and the potential occasionally to use flats as office space, as well as junior members' preferences.
7. The allocation shall follow the same principles as the rooms ballot, though it will not be an identical process.
8. There should be no presumption that a student has an automatic right to keep the flat they currently occupy at the time of the ballot, although the College will endeavour to minimise disruption without good reason.
9. Flats are normally available only to current full-time students wishing to cohabit as a couple, a student who requires a live-in carer, or a single student with a child/children.
10. Students wishing to be considered for a flat must inform the Fellow for Rooms in advance of the Graduate rooms ballot

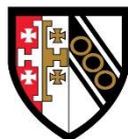
APPENDIX C: FIXED PERIOD OF RESIDENCE (FPR) DATES FOR UNDERGRADUATES, 2023-24

Term	From	To
Michaelmas 2023	Saturday 23 September 2023	Sunday 3 December 2023
Lent 2024	Saturday 13 January 2024	Sunday 24 March 2024
Easter 2024	Saturday 13 April 2024	Sunday 23 June 2024

Undergraduates may gain access to their room after **2.00pm** on the first day of the FPR and must vacate their room by **10.00am** on the last day of the FPR.

Note that first-year undergraduates only pay rent from Saturday 30 September 2023 in the Michaelmas Term, unless they come into residence before that date.

APPENDIX D: SAMPLE ROOM LICENCE AGREEMENTS, 2023-24



Selwyn College Cambridge

STUDENT ROOM LICENCE AGREEMENT

UNDERGRADUATE

This Licence Agreement is a binding document and you should take the time to read it carefully. It should be read in conjunction with the Student Accommodation Handbook which gives further details on the terms and conditions of occupancy.

THIS LICENCE is made on *[date]*

BETWEEN:

The College: The Head, Fellows and Scholars of Selwyn College

The Licensee: *[name of student]*

1. The College permits the Licensee to occupy *[room number]*, or such other room as the College may from time to time allocate for the Licensee's occupation. The College may exercise this right in circumstances including but not limited to where the College considers a transfer is required in the interest of the comfort, safety and convenience of other residents, or in the event of essential maintenance, or disciplinary proceedings.
2. The Undergraduate Licence permits the Licensee to occupy the room above between the following dates known as the "Licence Periods":

Michaelmas 2023	Saturday 23 September 2023	Sunday 3 December 2023
Lent 2024	Saturday 13 January 2024	Sunday 24 March 2024
Easter 2024	Saturday 13 April 2024	Sunday 23 June 2024

The dates above reflect the Fixed Period of Residence (FPR), which is normally 70 days. First-year undergraduates, however, are asked to come up a week later than the start of the FPR and a rent rebate recognises this shorter period of residence.

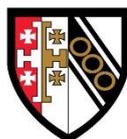
This agreement will be terminated if the Licensee ceases to be a student.

3. The rents for student rooms are determined by the code of the room. [Room number] is code [rent code number]. The room rent covers all utilities.
The charges for academic year 2023-24 can be found at:
<https://www.sel.cam.ac.uk/ughandbook/finance/summary-undergraduate-fees-charges> .
4. Rent is payable termly and due within 3 weeks of the first day of Full Term. Charges for late payment are detailed at the link above.
5. The Licensee is responsible for taking out adequate insurance for their personal possessions.
6. At the start of each Licence Period the Licensee must sign in at the Porters' Lodge using their University card and collect their room key. At the end of each Licence Period the Licensee must sign out at the Porters' Lodge, using their University card and return their room key.
7. Undergraduates may be allowed to live out of College. However, this is not a right and if the Licensee wishes to do so, they must obtain written permission from their Tutor and the Fellow for Rooms. A full Term's notice is normally required.
8. The College is required by the University to keep a record of the number of nights during Term that an undergraduate did not reside in Cambridge. It is also extremely important for health and safety reasons that the College knows who is in residence at all times. The Licensee is therefore required to comply with the Exeat procedures, which are set out in the Student Accommodation Handbook, sections 1.1.4 and 1.1.5. Failure to comply with these procedures may attract a fine as set out at: <http://www.sel.cam.ac.uk/ughandbook/finance/summary-undergraduate-fees-charges/>.
9. Students wishing to reside in College outside of the Licence Periods should refer to sections 1.1.3 of the Student Accommodation Handbook.
10. This Licence prohibits any person other than the Licensee from residing in the room that is subject to this Licence. The putting up of occasional guests is permitted, subject to adherence to the rules set out in section 6.5 of the Student Accommodation Handbook.
11. Students should be mindful of creating noise nuisance at unsociable hours. This applies both in the College courts, which are shared with resident Fellows and with other students who may need to work or sleep, and in Hostels, which may be close to the houses and gardens of local residents. As a rule, noise should be reduced after 10 pm and extinguished after 11 pm. In the morning, quiet should be maintained until at least 7 am.
12. The College is a member of ANUK and is committed to meeting the benchmark standards necessary to maintain ANUK accreditation. In order to ensure these standards are being maintained the College will require periodic access to student rooms.
13. The Accommodation Officer may conduct a termly check for deterioration and damage of the fabric of the room, fixtures, fittings and furniture. The Maintenance department will carry out checks on the fire alarms, emergency lighting and water quality. Access may also be required to carry out repairs, replacements or follow-up checks. The Licensee will be given as much notice as possible by

email of the date and time when access to the room is required: at least 24 hours, other than in the case of an emergency.

14. The email to which this licence is attached also contains a link to an inventory of the furniture the room should contain: <https://www.sel.cam.ac.uk/room-inventory> . Please check this inventory and either confirm or note any areas of discrepancy, which will be followed up by the Accommodation Officer.
15. The Licensee must take reasonable care of the room and the furnishings and fittings provided for their use. When the Licensee vacates the room, the College expects it to be in as good condition as when it was first made available to the Licensee, apart from normal wear and tear. If the College has to carry out remedial work in consequence of the Licensee not taking proper care of the room, the Licensee will be charged the cost of the staff time and materials necessary for the repairs. Sections 1.1 and 1.2 of the Student Accommodation Handbook sets out what is and is not permitted in terms of personalizing a room.
16. The Licence is for the period stated above and expires at the end date without further notice being given. The Licence may be terminated at other times in the following circumstances:
 - a By the College giving the Licensee 28 days notice in writing upon the Licensee ceasing a course of study within the College or ceasing to be treated as continuing in residence by reason of withdrawal, intermission, or otherwise. A course of student may be in the University of Cambridge or elsewhere as approved by the College.
 - b By the College giving the Licensee such notice as is fair and reasonable in all the circumstances if, as a consequence of the College's disciplinary procedures, it is determined that the student has committed an offence justifying its termination.
 - c By the College giving the Licensee 28 days notice in writing if the Licensee has failed to pay the full accommodation charge, whether or not formally demanded, or is in material breach of any of the terms and conditions of this agreement and has failed to remedy the breach despite being given reasonable notice to do so.
 - d By the Licensee giving the College one full term's notice in writing.
17. By accepting this document, the Licensee agrees to abide by the full terms and conditions for occupation of College accommodation as set out in the Student Accommodation Handbook: <http://www.sel.cam.ac.uk/acchandbook2023.pdf>. Failure of the Licensee to comply with these obligations may result in additional charges, fines or other disciplinary action.
18. The Licensee must accept the Licence Agreement and complete the inventory online no later than **[date]**.

SAMPLE ROOM LICENCE AGREEMENTS, 2023-24



Selwyn College Cambridge

STUDENT ROOM LICENCE AGREEMENT

POSTGRADUATE

This Licence Agreement is a binding document and you should take the time to read it carefully.

THIS LICENCE is made [date]

BETWEEN:

The College: The Head, Fellows and Scholars of Selwyn College

The Licensee: [name of student]

1. The College permits the Licensee to occupy [room number], or such other room as the College may from time to time allocate for the Licensee's occupation. The College may exercise this right in circumstances including but not limited to where the College considers a transfer is required in the interest of the comfort, safety and convenience of other residents, or in the event of essential maintenance, or disciplinary proceedings.
2. The Graduate Licence permits the Licensee to occupy the above room for the period:

1 October 2023 (2:00 pm) to 5 September 2024 (10.00 am).

This agreement will be terminated if the Licensee ceases to be a student.

3. The rents for student rooms are determined by the code of the room. [Room number] is code [rent code number]. The room rent covers all utilities. The charges for academic year 2023-24 can be found at: <https://www.sel.cam.ac.uk/pghandbook/finance/summary-postgraduate-fees-charges>.
4. Rent is payable quarterly and due within 3 weeks of the first day of Full Term or the Long Vacation. Charges for late payment are detailed at the link above.
5. The Licensee is responsible for taking out adequate insurance for their personal possessions.
6. First year postgraduate students may be granted permission by the Senior Tutor to arrive earlier than 1 October if their course commences prior to this date. Any nights of residence prior to 1 October will be charged at the pro-rata room rent rate.

7. Postgraduates entitled to a further year of residence in College and who have entered the rooms ballot will be asked by the Accommodation Officer to move to their new room on or before 5th September, so that all such moves may be accomplished smoothly. A pro-rata rent refund will be given according to the actual date when the room that is subject to this Licence is vacated. A new Licence agreement will be issued for the new room.
8. The tenancy is for the Licence period set out in section 2 of this agreement. If the Licensee is unable to come into residence at the start of the Licence period for any reason, they will still be required to pay the rent from the start of the Licence period if they want the College to hold the room available for them.
9. If the Licensee wishes to vacate the room prior to the end of the Licence term they must give **one month's notice**, by email, to the Accommodation Officer - email address: accommodation@sel.cam.ac.uk. The College reserves the right to charge an administration fee if the Licensee subsequently changes their departure date.
10. At the start of the Licence Period the Licensee must sign in at the Porters' Lodge using their University card and collect their room key. At the end of the Licence Period the Licensee must sign out at the Porters' Lodge, using their University card and return their room key.
11. For health and safety reasons, the Licensee must ensure the College is informed of any nights during the Licence Period when they are not in residence by signing the Exeat/Rediit book in the Porters' Lodge.
12. If the Licensee wishes to work away from Cambridge they must follow the guidelines set out in the Student Accommodation Handbook, section 1.1.9. Each case will be considered individually but the general rule is that for absences of less than 4 weeks, the full rent will remain payable. For absences of longer than 4 weeks at least 1 month's notice must be given if the Licensee wishes to give up their accommodation, in which case the rent will be calculated on a pro-rata basis. The College cannot guarantee the same room will be available to the returning student.
13. This Licence prohibits any person other than the Licensee from residing in the room that is subject to this Licence. The putting up of occasional guests is permitted, subject to adherence to the rules set out in section 6.5 of the Student Accommodation Handbook.
14. Students should be mindful of creating noise nuisance at unsociable hours. This applies both in the College courts, which are shared with resident Fellows and with other students who may need to work or sleep, and in Hostels, which may be close to the houses and gardens of local residents. As a rule, noise should be reduced after 10 pm and extinguished after 11 pm. In the morning, quiet should be maintained until at least 7 am.
15. The College is a member of ANUK and is committed to meeting the benchmark standards necessary to maintain ANUK accreditation. In order to ensure these standards are being maintained the College will require periodic access to student rooms.

16. The Accommodation Officer may conduct a quarterly check for deterioration and damage of the fabric of the room, fixtures, fittings and furniture. The Maintenance department will carry out checks on the fire alarms, emergency lighting and water quality. Access may also be needed to carry out repairs, replacements or follow-up checks. The Licensee will be given as much notice as possible by email of the date and time when access to the room is required: at least 24 hours, other than in the case of an emergency.
17. The email to which this licence is attached also includes a link to an inventory of the furniture the room should contain: <https://www.sel.cam.ac.uk/room-inventory> . Please check this inventory and either confirm or note any areas of discrepancy, which will be followed up by the Accommodation Officer.
18. The Licensee must take reasonable care of the room and the furnishings and fittings provided for their use. When the Licensee vacates the room, the College expects it to be in as good condition as when it was first made available to the Licensee, apart from normal wear and tear. If the College has to carry out remedial work in consequence of the Licensee not taking proper care of the room, the Licensee will be charged the cost of the staff time and materials necessary for the repairs. Sections 1.1 and 1.2 of the Student Accommodation Handbook sets out what is and is not permitted in terms of personalizing a room.
19. The Licence is for the period stated above and expires at the end date without further notice being given. The Licence may be terminated at other times in the following circumstances:
 - a By the College giving the Licensee 28 days notice in writing upon the Licensee ceasing a course of study within the College or ceasing to be treated as continuing in residence by reason of withdrawal, intermission, or otherwise. A course of student may be in the University of Cambridge or elsewhere as approved by the College.
 - b By the College giving the Licensee such notice as is fair and reasonable in all the circumstances if, as a consequence of the College's disciplinary procedures, it is determined that the student has committed an offence justifying its termination.
 - c By the College giving the Licensee 28 days notice in writing if the Licensee has failed to pay the full accommodation charge, whether or not formally demanded, or is in material breach of any of the terms and conditions of this agreement and has failed to remedy the breach despite being given reasonable notice to do so.
 - d By the Licensee giving the College 1 month's notice in writing.
20. By accepting this document, the Licensee agrees to abide by the full terms and conditions for occupation of College accommodation as set out in the Student Accommodation Handbook: <http://www.sel.cam.ac.uk/acchandbook2023.pdf>.
- ~~21.~~ The Licensee must accept the Licence Agreement and complete the inventory online no later than [date].

UNDERGRADUATE STUDENTS

1. Room Codes and Weekly Residence Charges, with effect from 1 September 2023

	£		£		£		£
A	N/A	B	134	C	159	D	184
E	209	F	219	G	229	H	239
I	249						

Residence outside the Fixed Period of Residence (FPR) is at the same rental cost as during FPR (pro-rated for part weeks). Such residence is subject to Tutorial permission, but will not be unreasonably withheld.

Occupation of room without permission outside FPR (per night): £70.00 per night

2. Deposits and Charges

Graduand Deposit	£100
Charged to Easter Term Bill, unused portion returned.	
Key Deposit	£40
Charged when a student joins the College, to be returned upon graduating.	
Lost Keys	£45
(Charged the earlier of non-return within a week or the cutting of a replacement).	

Late Payment Charges	
First week (3 weeks after Full Term begins), unless otherwise agreed	£15
Second and subsequent weeks (4 weeks after Full Term begins), unless otherwise agreed	£25
If Bursar's involvement is necessary to ensure collection (additional to the above)	£40
Tutorial Charges	
Failure to see Tutor or DoS at the beginning and end of each Term	£20
Failure to complete and submit web exeat form by the deadline date	£20
Change in going down or coming up date (outside FPR) without notice	£20
Failure to check in or out at the Porters' Lodge using University card	£20
Failure to hand keys in at the Porters' Lodge at the end of term	£20
Failure to check out of room by specified time for departure	£20
Possessions left in room or lockable cupboards without permission	£50
Lost University card; unless stolen and crime reference number provided	£12

Library Fines and Charges: See

http://www.sel.cam.ac.uk/selwyn-college/college-library/using-library/#Overdues_and_fines

Garage and Parking Charges (per Term)

Garage	£250
Parking Space	£100
Weekly Visitor Parking (per week)	£40
Special Cycle Storage	£25

Students are reminded that they must have a College and University permit to keep a car in Cambridge, which is only granted in exceptional circumstances.

3. Formal Hall (Tuesday and Thursday in Full Term)

College member	£16.50
Guest	£19.80

All charges are subject to review during the academic year and may be changed without notice.

Students are strongly encouraged to seek Tutorial support if the payment of any of these charges causes financial difficulty.

RENTS AND CHARGES 2023-24

POSTGRADUATE STUDENTS

1. Room Codes and Weekly Residence Charges

£		£		£		£	
A	N/A	B	134	C	159	D	184
E	209	F	219	G	229	H	239
I	249						
Transitional residence credit for postgraduate students in College rooms:						£4 per week credit	
MSt room rent: £36.80 per night of residential session (to include linen provision)							

2. Deposits and Charges

MSt Matriculation Deposit	£200
Charged on first bill, returned after last session.	
Key Deposit	£40
Charged when a student joins the College, returned upon graduating.	
Lost Keys	£45
Charged the earlier of non-return within a week or the cutting of a replacement.	
Lost University card (unless stolen and crime reference number provided).	£12

Late Payment Charges	
First week (3 weeks after Full Term begins), unless otherwise agreed	£15
Second and subsequent weeks (4 weeks after Full Term begins), unless otherwise agreed	£25
If Bursar's involvement is necessary to ensure collection (additional to the above)	£40
Tutorial and Other Charges	
Failure to register with Tutorial Office as required (Overseas Students)	£20
Change of date for vacating room after notice has been given	£20
In addition, consistent with undergraduate charges:	

Failure to hand keys in at the Porters' Lodge at the end of licence	£20
Possessions left in room or lockable cupboards without permission	£50
Lost University card; unless stolen and crime reference number provided	£12

Garage and Parking Charges (per Term)	
Garage	£250
Parking Space	£100
Weekly Visitor Parking (per week)	£40
Special Cycle Storage	£25
Students are reminded that they must have a College and University permit to keep a car in Cambridge, which is only granted in exceptional circumstances.	

3. Formal Hall (Tuesday and Thursday in Full Term)

College member	£16.50
Guest	£19.80

All charges are subject to review during the academic year and may be changed without notice.

Students are strongly encouraged to seek Tutorial support if the payment of any of these charges causes financial difficulty.